



**VIRGIN ISLANDS NATIONAL GUARD
JOINT FORCE HEADQUARTERS
4031 LA GRANDE PRINCESSE, LOT 1B
CHRISTIANSTED, ST. CROIX, USVI 00820-4353**

NATIONWIDE

Announcement # 29-10

Contract Specialist

Opening Date: 26 October 2010

Closing Date: Until Fill

**Position:
Series/Grade:**

Contract Specialist
GS-1102-11

Salary Range:

\$52,661.00-\$68,457.00
Plus 20.94% COLA

Military Requirements:

Officer: 01-04
BR-01A

Enlisted: E6-E9
MOS: 92A/Y/Z

Position Description#:

D0935000

Location:

Purchasing and Contracting
Division (USPFO), St. Croix, VI

Type of Appointment:

EXCEPTED

Selecting Official: LTC Deborah V. Lobbenmeier- Logistics Management Officer

Area of Consideration:

Current Virgin Islands Army National Guard Military Technician and Current members of the Virgin Islands Army National Guard. And other individuals who are eligible for membership in the Virgin Islands National Guard. NOTE: **Virgin Islands Air National Guard personnel must be eligible to acquire membership in the Army National Guard in an available and compatible military grade for the excepted technician position.**

Brief Description of Duties:

(OFF) This position is located in the Purchasing and Contracting Division of the United States Property and Fiscal Office (USPFO). It is responsible for a full range of

contracting functions including pre-award and post-award activities for a variety of complex supply, service, construction, architect & engineering (A&E), automated data processing equipment (ADPE) contracts, and multiple award best value Task Order Contract. Responsible for numerous contract actions including acquisition planning, solicitations, contract award, contract administration, and contract close out procedures. It provides contracting services for all Army and Air National Guard (NG) locations throughout the State. Contracting is accomplished through negotiation, sealed bidding, or Small Business Administration procedures. Employee prepares and administers a variety of Cooperative Funding Agreements and Inter-Service Support Agreements. The position prepares for and conducts or attends numerous meetings throughout all phases of assignments. It monitors federally funded contracts awarded through state contracting procedures to determine compliance with terms of the controlling Cooperative Funding Agreement. Functions as a Contracting Officer within designated contract authority. The incumbent provides subordinate guidance and team leadership to NDS and DS employees. Carries out the pre-award contracting process in establishing project objectives and time frames. During post-award process, conduct pre-performances, coordinates work schedules, obtains and review bonding and proof of insurance to determine compliance with contractual requirements and reviews and approves or recommends approval of material submittals. As necessary, takes action to terminate a contract for convenience of the government or default by the contractor. Provide technical guidance and assistance to other contract specialists and purchasing agents of lesser experience who may require guidance and counsel.

(Enlisted) Performs pre-award, post-award, and contract close-out functions for a variety of supply, services, architect/engineering services and construction contracts within both the Army and Air National Guard (NG). Initiates advance acquisition or contracting plans for projects. Prepares and distributes award package consisting of signed and approved contracts, labor standards notification, and authority letters. Maintains contract files. Enforces compliance with contractual requirements and monitors contract progress in relation to an established schedule in order to recommend approval of appropriate progress payments. At public bid opening, may serve as the Bid Opening Officer, and prepares the Abstract of Bids. Recommends issuance of stop work orders as necessary and negotiates equitable settlements for claims between the government and the contractor. Coordinates contract completion/close-out including punch-list development and resolution, submission and acceptance of warranties, final inspection and acceptance, as built drawings, release of claims, final payment, and construction contract evaluation. Analyzes and determines the data support needs of the office. Directs and monitors the operation and maintenance of the local Automated Contracting System. Develops procurement matrices to create formats for purchase/delivery orders, solicitations and contracts in accordance with current acquisition regulations and supplements. Identifies cause and means of recovery from operational failures. Performs other duties as assigned.

<p>THE VIRGIN ISLANDS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration for appointment without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, or any other job related factor.</p>
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QUALIFICATIONS

General Experience:

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General Experience:

Clerical experience, which demonstrates arithmetic aptitude and ability, accuracy, and attention to detail, and the ability to apply, established procedures for recording and compiling data.

Specialized Experience:

Applicant must have the following specialized experience to qualify: Thirty six (36) months for the GS-11, which demonstrates the knowledge, skills and abilities (KSAs) required for the position to be filled.

APPLICANTS MUST HAVE THE FOLLOWING EDUCATIONAL REQUIREMENTS:

- A. A bachelor's degree from an accredited educational institution authorized to grant baccalaureate degrees.
 - AND
- At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. (This requirement can be obtained within the degree or in addition to the degree).
 - AND
- Completion of all mandatory training requirements for Level II or III certification as prescribed by the head of the agency for progression to higher level contracting positions.
 - AND
- Four years of acquisition experience. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower grade level of the position, and must have provided the knowledge, skills and abilities to perform successfully the work of the position.

APPLICANTS WHO MEET THE ELIGIBILITY REQUIREMENTS WILL BE FURTHER EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILL AND ABILITIES (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION.

- Knowledge of contracting principles and procedures applicable to pre-award and post-award actions sufficient to develop and administer contracts for a wide range of construction projects, architect-engineering services as well as supply, automated data processing equipment, and other services. (GS-11)

- Knowledge of business practices and market conditions sufficient to identify potential contractors and to evaluate bid responsiveness, contractor responsibility, and probable performance efficiency. (GS-11)
- Knowledge of contract administration functions required to monitor contractor performance, negotiate necessary changes, conduct wage surveys and resolve a variety of problems. (GS-11)
- Knowledge of contract termination procedures sufficient to review and analyze settlement proposals, technical evaluations, contractor claims, and determine allowable cost and negotiate settlements with contractors. (GS-11)
- Knowledge of cost and price analysis techniques and commercial business and industrial practices to evaluate bids or offers to ensure that procurements are acquired from responsible contractors, that subsequent contracts are within acceptable dollar limits and prices are fair and reasonable. (GS-11)
- Knowledge of oral and written communications sufficient to act as team chief and lead negotiator during complex negotiations. (GS-11)
- Knowledge of technical, oral, and written communications skills. Must be capable of acting as a team chief and lead negotiator when contract negotiation is necessary.

DESCRIPTION OF WORK

Describe your specific duties, paid or non-paid work experience, duties, responsibilities and accomplishments related to the job for which you are applying. **If you describe more than one type of work, write the approximate time performed in each.** Please **enter the month, and year** for each period. Omission of these requirements can result in disqualification of your application.

TO APPLY: Mail Optional Form 612, or Resume to Joint Forces Headquarters, ATTN: HRO (SSG Williams) 4031 La Grande Princesse, Lot 1B, Christiansted, VI 00820-4353. Applications must include all necessary information required on the vacancy announcement. MOS/SSI and rank must be indicated on application. Verification of **non-flagging action MUST be included**. Applications post marked or hand delivered to the HRO after the closing date will not be considered. Business hours are 0800-1700, Monday thru Friday. All applications will be retained for our records. **Copy of transcript MUST be included with application.**


CONDITIONS OF EMPLOYMENT AND MILITARY REQUIREMENTS

1. Wearing of military uniform is a requirement. Acceptance of this position constitutes concurrence with this requirement and is a condition of continuation of employment.
2. As a condition of employment, selectee must be able to acquire security clearance, as required.
3. Failure to complete NGB prescribed courses at the PEC for new FTS personnel

within the first year of employment may be cause for reassignment to another full-time position or termination from full-time employment unless there are extenuating circumstances that preclude the full-time member from course attendance.

4. Selectee must enroll in electronic fund transfer (EFT) upon appointment.
5. **If applicant's record is flagged, individual will be barred from favorable personnel action. Verification of non-flagging action must be included with package.**
6. This position requires a compatible military assignment as follows: OFF: O1 thru O4; BR 01A, Enlisted: E6 thru E9; CMF: MOS: 92A/Y/Z.
7. **Permanent Change of Station (PCS) is not authorized for this position.**

FOR THE ADJUTANT GENERAL:



KAI A. SCHJANG
LTC, GS
Human Resources Officer

